



## **DEVELOPMENT AND COMMUNICATIONS INTERN**

### **POSITION SUMMARY**

Health Care For All, (HCFA) a leading Massachusetts consumer health care advocacy organization, is seeking an intern to support the Development and Communications Department.

The Development and Communications intern will be responsible for supporting *aspects of HCFA's information management systems* as well as supporting the planning and execution of HCFA's signature event, *For the People: A Celebration of Health Care*. Additional responsibilities include:

#### *Development:*

- Assist with managing silent auction and other assignments related to the event
- Corporate sponsor research and follow up
- Other assignments as required

#### *Information and Marketing:*

- Assist with loading content onto the website
- Manage dead links on the Health Care For All website and related sites as needed
- Manage HCFA's Constant Contact database
- Other assignments as required

### **SUPERVISION**

This intern reports the Individual Giving and Events Manager. The intern will have opportunity to participate in conferences, department meetings, policy events, rallies, and other ongoing initiatives at Health Care For All.

### **COMPETENCIES**

- Ability to work well with diverse groups
- Flexibility and willingness to learn
- Interest in health policy and fundraising
- Strong attention to detail and able to manage time well
- Comfortable with computers
- Basic knowledge of HTML helpful but not required

This is an unpaid position for 10-15 hours for the period of November 2009 – June 2009. Work schedule is negotiable. Visit [www.hcfama.org](http://www.hcfama.org) to learn more about Health Care For All. To apply, send cover letter and resume to the attention of the Individual Giving and Events Manager at [jobs@hcfama.org](mailto:jobs@hcfama.org).

